Figure 9: The Save As dialog

Each time a file is saved in a format other than ODF format, the Confirm File Format dialog opens (Figure 10). Click **Use [xxx] Format** to continue saving in the selected spreadsheet format or click **Use ODF Format** to save the spreadsheet in Calc's default format. If you disable **Warn when not saving in ODF or default format** on **Tools > Options > Load/Save > General** on the Menu bar, the Confirm File Format dialog will no longer appear. You can also clear the checkbox **Ask when not saving in ODF or default format** on the dialog to stop the dialog appearing.
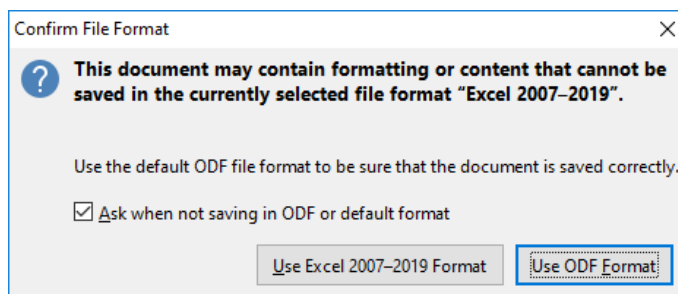

Figure 10: Confirm File Format dialog

If you select Text CSV format (*.csv), the Export Text File dialog (Figure 11) opens. Here you can select the character set, field delimiter, string delimiter, and so on to be used for the CSV file.

✅ **Note**

Once you have saved a spreadsheet in another format, all changes you make to the spreadsheet will now occur only in the format you are using because you have changed the name and file type of your document. If you want to go back to working with an *.ods version, you must save the file as an *.ods file.